

CACFP Internet Claim Procedures

Wisconsin Department of Public Instruction
Child and Adult Care Food Program (CACFP)

Child Care Institutions
Outside of School Hours Care Centers
Adult Day Care Centers

Preparation for the on-line claim

- Complete a paper copy of the claim prior to going to the DPI website
- Have all information for the claiming month in front of you
 - Enrollment data (Free, Reduced, Non-needy and total children enrolled)
 - # of days of service
 - Average Daily Attendance (ADA)
 - Applicable meal count totals by meal type (B, AM, L, PM, S, Addl)

General Reminders

- **Time limitations**
 - 30 minute time limit if no activity
- **Exiting the Program**
 - Click on the “Logout” button at the top of the screen to exit from the entire program.
 - If exiting the system prior to completing the claim, click the "Continue" button at the bottom of the screen you are working on. This will save the information from that page.







Logging on to the Website

- http://fns.dpi.wi.gov/fns_online



- Bookmark site at this point, NOT at later pages

Internet Claim Manual

Child and Adult Care Food Program (CACFP)		
Manuals / Instructions	Forms	Training / Webcasts
Contracts		
<p>Please download and read the  CACFP Internet Application Manual prior to accessing the system.</p> <p>More CACFP Application/Agreement Information</p>		
Home Sponsors Only		
<p> Provider Contract Internet Manual (Updated 10/10)</p> <p> Sponsor Contract Internet Manual </p>		
Claims		
 CACFP Internet Claims Manual, Rev. 6/12	 CACFP, Reimbursement Claim Form - Child Care Component PI-1489 (Rev. 6/05)	CACFP Internet Claim Procedures Completing the CACFP Claim for Reimbursement

Links to Webcast Page



Logging on to the Website

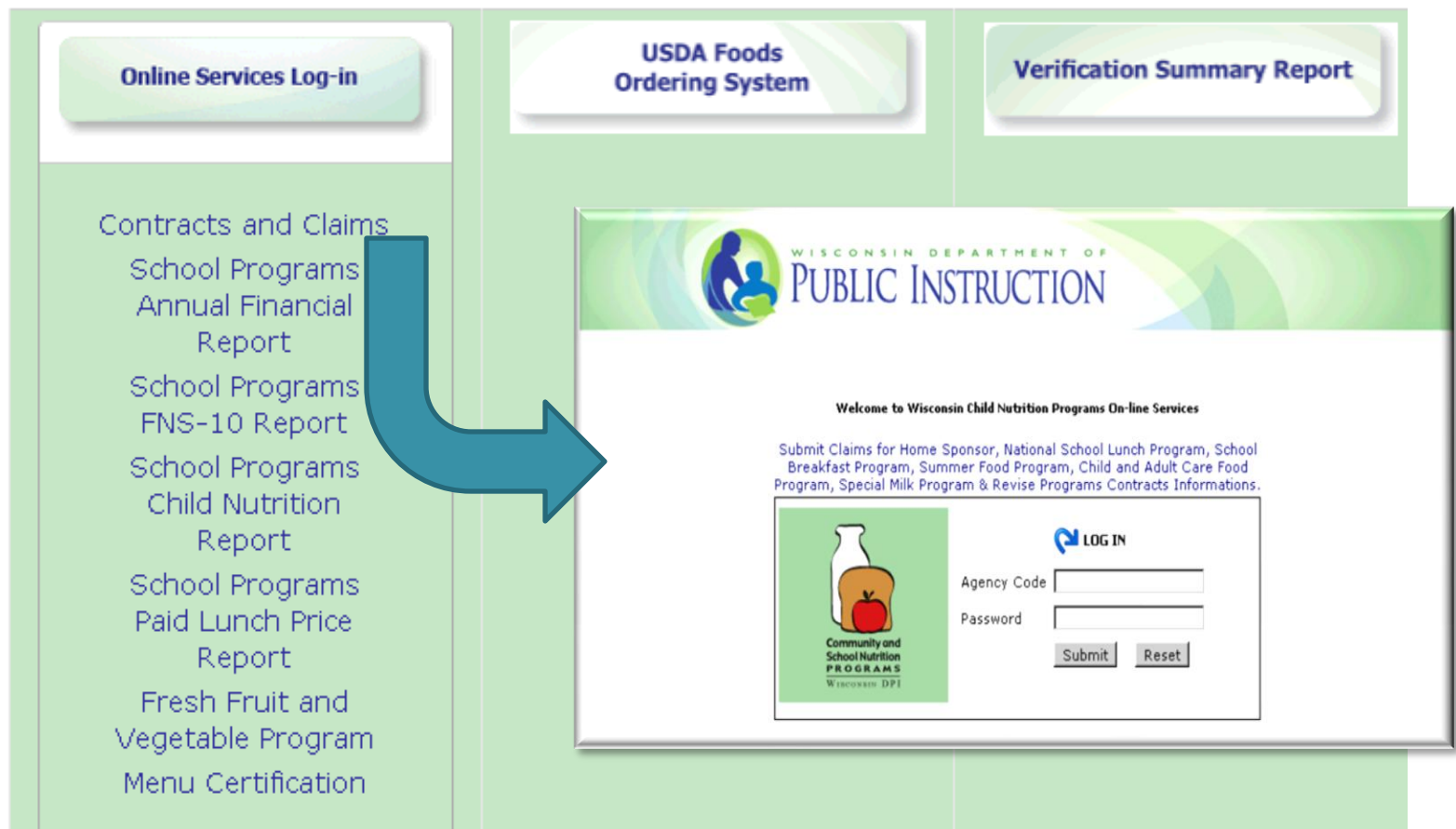
1 Wisconsin Child Nutrition Programs Online Services

The screenshot displays the website's main navigation area with a light green background. At the top, there are three buttons: 'Online Services Log-in' (highlighted with a red arrow and the number 1), 'USDA Foods Ordering System', and 'Verification Summary Report'. Below the 'Online Services Log-in' button, a list of services is provided, with 'Contracts and Claims' highlighted by a purple arrow and the number 2. The list of services includes:

- Contracts and Claims
- School Programs Annual Financial Report
- School Programs FNS-10 Report
- School Programs Child Nutrition Report
- School Programs Paid Lunch Price Report
- Fresh Fruit and Vegetable Program Menu Certification

Logging on to the Website

Wisconsin Child Nutrition Programs Online Services



The screenshot shows the website interface for Wisconsin Child Nutrition Programs Online Services. At the top, there are three buttons: "Online Services Log-in", "USDA Foods Ordering System", and "Verification Summary Report". Below the "Online Services Log-in" button is a list of services: "Contracts and Claims", "School Programs Annual Financial Report", "School Programs FNS-10 Report", "School Programs Child Nutrition Report", "School Programs Paid Lunch Price Report", and "Fresh Fruit and Vegetable Program Menu Certification". A large blue arrow points from the "Online Services Log-in" button to the login form. The login form is titled "WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION" and "Welcome to Wisconsin Child Nutrition Programs On-line Services". It includes a logo for "Community and School Nutrition PROGRAMS" and a "LOG IN" button. Below the logo are fields for "Agency Code" and "Password", and "Submit" and "Reset" buttons.

Online Services Log-in

USDA Foods Ordering System

Verification Summary Report

Contracts and Claims

School Programs Annual Financial Report

School Programs FNS-10 Report

School Programs Child Nutrition Report

School Programs Paid Lunch Price Report

Fresh Fruit and Vegetable Program Menu Certification

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Welcome to Wisconsin Child Nutrition Programs On-line Services

Submit Claims for Home Sponsor, National School Lunch Program, School Breakfast Program, Summer Food Program, Child and Adult Care Food Program, Special Milk Program & Revise Programs Contracts Informations.

Community and School Nutrition PROGRAMS

LOG IN

Agency Code

Password

	Home-Day Care Program	Community Nutrition Program	Summer Food Program	School Nutrition Program	Special Milk Program	Logout
Home	Home-Day Care Program	Community Nutrition Program	Summer Food Program	School Nutrition Program	Special Milk Program	Logout

Select "Community Nutrition Program"

	Home- Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Services	Logout
Home	Community Nutrition Program	Claim Reimbursement	Contract				

Select "Claim Reimbursement"

	Home- Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Services	Logout
Home	Community Nutrition Program	Claim Reimbursement	Child and Adult Care Food Program				

Select "Child and Adult Care Food Program"

	Home- Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Services	Logout
Home	Claim Reimbursement	Child and Adult Care Food Program	Enter-Modify Claim	View-Print Claim	DWD Funded Children		

Select "Enter-Modify Claim"

Submitting the Claim

Child and Adult Care Food Program
[Select Program to Enter Participation Reimbursement Information]
176808 - ABC's Daycare & Preschool

Select Program:

Child Care Institution (CCI)
Adult Day Care (ADC)

Select the type of program



Child and Adult Care Food Program
[Select Program to Enter Participation Reimbursement Information]
176808 - ABC's Daycare & Preschool

Select Program:

Click "Continue"




 CONTINUE

Submitting the Claim

Child and Adult Care Food Program [Participation Reimbursement Information - Parent Form]

176808 - ABC's Daycare & Preschool

Enter the participation data

Program:	<input type="text" value="Child Care Institution (CCI)"/>
Claim Date:	Month <input type="text" value="October"/> Year <input type="text" value="2012"/>
	*Do NOT use commas while entering numbers.
Non-needy Category:	<input type="text" value="64"/>
Reduced Category:	<input type="text" value="10"/>
Free Category:	<input type="text" value="25"/>
Number of Days of Service:	<input type="text" value="20"/>
	 CONTINUE

Click "Continue"


Submitting the Claim

Child and Adult Care Food Program (CACFP) List of Reimbursable Sites

176808 - ABC's Daycare & Preschool

Listed below is/are site(s) valid for claim reimbursement under the date claim and program selected. Select the site by clicking site number and provide/update participation information. Total sites enrollment must match total enrollment submitted on the parent claim for the claim to be submitted to DPI for processing.

Independent
Centers
(1 site on
CACFP)

Site No.	Site Name	Type of Site	Status
11715	ABC's Daycare & Preschool	Child Care Title XX (For Profit)	

Parent Total Enrollment	Site Total Enrollment	Claim Status
99	0	InComplete



Status:





Site claim information submitted by agency.



Site claim information not submitted by agency.

Sponsoring
Organizations
(2 or more sites
on CACFP)

Site No.	Site Name	Type of Site	Status
1828	Menomonie Day Care	Center-Child Care Inst. Day Ca	
1829	Menomonie Day Care Inc #2	Center-Child Care Inst. Day Ca	

Parent Total Enrollment	Site Total Enrollment	Claim Status
128	128	Complete





Submitting the Claim

Child and Adult Care Food Program [Participation Reimbursement Information - Site Form]

176808 - ABC's Daycare & Preschool

11715 - ABC's Daycare & Preschool (Child Care Title XX (For Profit))

Program:	Child Care Institution (CCI) <input type="checkbox"/>
Claim Date:	October, 2012
	*Do NOT use commas while entering numbers.
Non-Needy:	64
Reduced Price:	10
Free:	25
Total Number of Enrolled Children:	99
Number of Days of Service:	20
Average Daily Attendance:	73
Breakfasts:	1411
AM Snack:	0
Lunches:	1452
PM Snack:	0
Suppers:	0
Additional Snack:	0
Optional for Extra Lunch/Supper	
Lunches 2nd:	0
Supper 2nd:	0
 SAVE  DELETE	


[Parent Form] [Site List]

Submitting the Claim

Child and Adult Care Food Program (CACFP) List of Reimbursable Sites

176808 - ABC's Daycare & Preschool

Listed below is/are site(s) valid for claim reimbursement under the date claim and program selected. Select the site by clicking site number and provide/update participation information. Total sites enrollment must match total enrollment submitted on the parent claim for the claim to be submitted to DPI for processing.

Site No.	Site Name	Type of Site	Status
11715	ABC's Daycare & Preschool	Child Care Title XX (For Profit)	

Parent Total Enrollment	Site Total Enrollment	Claim Status
99	99	Complete



Status:



Site claim information submitted by agency.



Site claim information not submitted by agency.

[Parent Form]

Submitting the Claim

Child and Adult Care Food Program (CACFP) [Participation Reimbursement Information]

176808 - ABC's Daycare & Preschool

Review claim information, certify it by entering your name and phone number and submit it for reimbursement.

Program	Child Care Food Program (CCI)
Claim Date:	10/01/2012
Non-needy Category:	64
Reduced Category:	10
Free Category:	25
Total Number of Enrolled Children:	99
Number of Days of Service:	20

Total Reimbursable Meals Summary Based on Site(s) Participation Information

Total Breakfasts	Total AM Snack	Total Lunches	Total PM Snack	Total Suppers	Total Additional Snack	Total Lunches 2nd	Total Supper 2nd	Total Meals
1,411	0	1,452	0	0	0	0	0	2,863

Site Participation Detail Information

Site No.	Non-Needy	Reduced Price	Free	Total Enrollment	Days Operating	ADA	Breakfasts	AM Snack	Lunches	Lunches 2nd	PM Snack	Suppers	Supper 2nd	Additional Snack
11715	64	10	25	99	20	73	1,411	0	1,452	0	0	0	0	0

[CERTIFICATION]

I HEREBY CERTIFY to the best of my knowledge that this claim is true, correct, and in accordance with the terms of existing agreement, that records are available to support this claim, and that payment has not been received. Meal counts have been reviewed and analyzed to ensure accuracy. I acknowledge that failure to submit accurate claims will result in recovery of an over claim and may result in the withholding of payments, suspension, or termination of the program. I understand that the information on this claim is being given in connection with the receipt of federal funds and that deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes.

Preparer Name and Telephone No.:



Submitting the Claim

Print this page and keep on file

	Home- Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Services	Logout
Home	Enter-Modify Claim						

Your Child and Adult Care Food Program claim dated: 2012-10-01 was successfully submitted to DPI on Thu Nov 29 11:11:34 CST 2012. For your record and to see the Reimbursable \$ amount, you can print a copy of the recently submitted claim using 'View-Print' option under Community Nutrition Program.

To view and print the submitted claim,
click [“Community Nutrition Program”](#)

View or Print Claim

	Home-Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Services	Logout
Home	Community Nutrition Program	Claim Reimbursement	Contract				

Select "Claim Reimbursement"

	Home-Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Services	Logout
Home	Community Nutrition Program	Claim Reimbursement	Child and Adult Care Food Program				

Select "Child and Adult Care Food Program"

	Home-Day Care	School Nutrition Program	Community Nutrition Program	Summer Food Program	Special Milk Program	Other Services	Logout
Home	Claim Reimbursement	Child and Adult Care Food Program	Enter-Modify Claim	View-Print Claim	DWD Funded Children		

Select "View-Print Claim"

View or Print Claim

Child and Adult Care Food Program
[Select Program to Enter Participation Reimbursement Information]
176808 - ABC's Daycare & Preschool

Select the type of program

Select Program:

Child Care Institution (CCI)
Adult Day Care (ADC)

Child and Adult Care Food Program
[Select Program to Enter Participation Reimbursement Information]
176808 - ABC's Daycare & Preschool

Click "Continue"

Select Program:

Child Care Institution (CCI)



CONTINUE

Child and Adult Care Food Program (CACFP)
[View Participation Monthly Reimbursement Information]
176808 - ABC's Daycare & Preschool

Select Program:

Child Care Institution (CCI)

Date Claim Month

October

Year

2012

Select "Claim Month"
and "Year"

[Click Claim Type to View Claim]

Claim Type

Date Submitted



SEARCH

View or Print Claim

Child and Adult Care Food Program (CACFP)
[View Participation Monthly Reimbursement Information]

176808 - ABC's Daycare & Preschool

Select Program:

Date Claim Month Year



[Click Claim Type to View Claim]

Claim Type	Date Submitted
New (Unpaid)	11/29/2012



Modifying a Claim

- After entering a claim for reimbursement, agencies may modify their claim on-line until the time the claim is processed by DPI
- Processing of claims at DPI is completed, in most cases, on Tuesday mornings
- After a claim has been processed by DPI it CANNOT be modified on-line. A paper copy of the amended claim will need to be completed and submitted to DPI.

Modifying a Claim

- To modify an on-line claim, simply follow the steps for entering a claim that begin on page 3 of the manual and slide 4 of this presentation
- The unprocessed claim will be available for selection on the Participation Reimbursement Information – Parent Form screen

Amended Paper Claim

- This method is required once the claim has been processed by DPI
- Download the blank hard copy claim form at: http://fns.dpi.wi.gov/fns_centermemos for Child Care Institutions (Guidance Memorandum 3C), or http://fns.dpi.wi.gov/fns_adultmemos for Adult Day Care (Guidance Memorandum 3A)
- Complete the form with the **correct** information and send to DPI using the instructions provided on the form
- Write “**AMENDED** claim” across the top of the amended claim form

Contacts

- If you have misplaced your password or wish to request a new password, please contact:
 Jacque Jordee at 608-267-9134
- Secondary Contact:
 - Rick Fairchild at 608-266-6856
- Jacque and Rick can also assist you in completing the claim on-line if you are experiencing problems



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